



The Graduate School

Declaration/Change of Certificate

Students are subject to the catalog requirements when the certificate is declared.

Instructions for declaration/change of certificate

Take this form to the departmental advisor or the dean's office offering your new certificate.

Obtain the appropriate signature approving acceptance to the new certificate.

Submit the completed form to the Graduate School in the Fitzgerald Student Services Building, second floor.

Change/Add: If you are requesting a certificate for which you do not qualify, your request will not be processed.

Remove: You do not need the Dean's or designee's signature to request the removal of a minor/certificate.

Name _____ NSHE ID _____

Signature _____ Date _____

Check one: Change Add Remove

Certificate requested _____ Catalog Year _____

Department advisor or
Dean's office signature _____ Date _____

For office use only

Approved

Denied

Evaluator

Date